



UNITED STATES MARINE CORPS
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-5000

CCO 12572.1
201-123
20 Apr 92

COMBAT CENTER ORDER 12572.1

From: Commanding General
To: Distribution List

Subj: RELOCATION/RECRUITMENT BONUSES AND RETENTION ALLOWANCE FOR CIVILIAN EMPLOYEES
UNDER THE GENERAL SCHEDULE (GS) AND PERFORMANCE MANAGEMENT AND RECOGNITION
SYSTEM (GM)

Ref: (a) 5 USC 5753 (NOTAL)
(b) 5 CFR 575, Subparts A, B, C (NOTAL)
(c) DoD Recruiting Bonus Plan (NOTAL)
(d) DoD Relocation Bonus Plan (NOTAL)
(e) DoD Retention Allowance Plan (NOTAL)
(f) CCO 12571.1A

Encl: (1) Operating Guidance for Implementation of DoD Relocation Bonus
(2) Relocation Bonus Service Agreement
(3) Operating Guidance for Implementation of DoD Recruitment Bonus
(4) Recruitment Bonus Service Agreement
(5) Operating Guidance for Implementation of DoD Retention Allowance
(6) Retention Allowance Statement of Understanding

1. Purpose. To establish policy and implementing procedures for approval of relocation/recruitment bonuses and retention allowance for newly appointed and current General Schedule and Performance Management and Recognition System (GS/GM) employees. The enclosures provide operating guidance for the implementation of these bonuses/allowances.

2. Background. References (a) and (b) authorize the use of relocation/recruitment bonuses of up to 25 percent of basic pay to recruit highly qualified candidates in hard-to-fill positions, and retention allowances of up to 25 percent of basic pay to retain current employees in occupations that are critical to the organization's mission. References (c) through (e) implement the provisions of references (a) and (b). There are other authorized options currently in place to assist in the recruitment and retention of employees. These include the payment of an 8 percent interim geographic adjustment, the authority to pay travel and relocation expenses in accordance with reference (f), the existence of special salary rates for certain shortage category positions, and the ability to set civilian in-hire rates based on superior qualifications.

3. Policy. It is the policy of the Combat Center to seldom, if ever, pay relocation/recruitment bonuses and retention allowances. Payment of these bonuses/allowances will be funded within ceilings currently authorized the MCAGCC fund administrator submitting the request. Commands external to MCAGCC will fund bonuses/allowances from operating funds provided by their parent commands.

4. Action

a. Directors, Commanding officers (CO's), and officers in charge (OIC's) will:

(1) Ensure that less costly avenues to recruit or retain highly qualified candidates for positions critical to the organization's mission have been exhausted prior to requesting bonuses/allowances.

(2) Forward bonus/allowance offer requests through the Position Management Board (PMB) and the Chief of Staff for final approval by the Commanding General (CG). Installations & Logistics (I&L) Directorate and Marine Corps Communication-Electronics School (MCCES), will forward bonus/allowance offer requests through the Civilian Personnel Office (CPO) for regulatory review to the CG for final approval. Commands external to MCAGCC must obtain approval from their appropriate parent command.

(3) Ensure requests contain the required justification using the appropriate enclosure for guidance, indicate the percentage of basic pay that is being requested, include a copy of the appropriate service agreement/statement of understanding for CG signature as approving official, and certify availability of funds.

(4) Forward approved requests to the CPO for record-keeping and notification purposes.

(5) Conduct an annual review and recertification of previously approved retention allowances to determine if conditions warranting the allowance continue to exist and forward to the CPO for documentation and record-keeping purposes.

b. The PMB will review requests and forward its recommendation, via the Chief of Staff, for final approval by the CG.

c. The Civilian Personnel Officer will:

(1) Ensure compliance with the references, including notification and completion of the appropriate written agreement by the selectee/employee.

(2) Maintain documentation of approvals and ensure reporting requirements are met.

(3) Forward a copy of approved requests to the Comptroller Directorate or parent command financial office for payment.

(4) Notify the Director, Comptroller Directorate or parent command financial office of anyone in violation of their service agreement.

d. The Director, Comptroller Directorate will:

(1) Coordinate with MCAGCC fund administrators to determine that sufficient funding is contained within their authorized ceilings.

(2) Ensure proper and prompt payment of approved bonuses/allowances.


(3) Ensure bonuses/allowances are charged against the correct work center and appropriation data.

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(4) Withhold any final pay due to an employee to apply against or liquidate any indebtedness arising from the violation of a service agreement.

5. Applicability. This Order is applicable to all Combat Center units employing civil service personnel who receive personnel servicing from the CPO.


R. E. TSCHAN
Chief of Staff

DISTRIBUTION: A-2 plus CPO (50)

OPERATING GUIDANCE FOR IMPLEMENTATION OF
THE DEPARTMENT OF DEFENSE (DOD) RELOCATION BONUS

1. Introduction. The payment of relocation bonuses to certain current DoD employees who must relocate to accept a hard-to-fill position that is critical to the organization's mission can be used as a recruitment incentive.
2. Eligibility Criteria. A relocation bonus may be paid to any current DoD employee who must relocate from a different commuting area to accept a GS/GM position at MCAGCC. The relocation must be without a break in service.
3. Bonus Offer and Approval. A relocation bonus of up to 25 percent of annual basic pay may be offered to an eligible employee. Directors, CO's, and OIC's will forward bonus offer requests through the PMB and the Chief of Staff for final approval by the CG. Director, I&L and CO, MCCES will forward bonus offer requests through the CPO for final approval by the CG. Commands external to MCAGCC must obtain approval from their appropriate parent command. All approved requests will be forwarded to the CPO before the effective date.
4. Certification. The requesting official must certify in writing that, absent a relocation bonus, the organization would have difficulty filling the position with a highly qualified candidate. As appropriate, the written certification may describe such things as:
 - (1) The results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the number of pending vacancies, and/or the length of time required to fill similar positions;
 - (2) Recent turnover in similar positions;
 - (3) Labor-market factors that may affect the organization's ability to recruit high quality candidates for similar positions; or
 - (4) Special qualifications needed for the position.
5. Service Agreement. The employee offered a relocation bonus must sign a written agreement, enclosure (2), to serve a minimum period of 12 months before a relocation bonus may be paid. Directors, CO's, and OIC's will sign as recommending officials and the CG will sign as approving official.
6. Documentation and Record-keeping. The CPO will be responsible for ensuring that the basis for any relocation bonus is fully documented. As a minimum, the following information shall be maintained on a fiscal year basis:
 - (1) The number of employees offered/accepting a relocation bonus;
 - (2) The percentage of salary offered/accepted in each individual case; and
 - (3) A summary statement assessing the effect of bonus authority on the activity's ability to fill key positions with high quality candidates in a timely fashion.

ENCLOSURE (1)

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RELOCATION BONUS SERVICE AGREEMENT

5 USC 5753 and Subpart B, Part 575 of Title 5, Code of Federal Regulations provide, under certain conditions, that a relocation bonus can be offered to certain employees. Accordingly, to establish eligibility for a relocation bonus the following agreement must be executed.

I, _____, have accepted a relocation bonus for the position of _____ at the Marine Corps Air Ground Combat Center, Twentynine Palms, California.

By accepting this relocation bonus of _____%, I agree to:

a. Remain in the Department of Defense service for a minimum period of 12 months beginning on _____.

b. Repay the Government the entire amount of the bonus if I fail to serve the minimum period of time, or if I am removed for cause before expiration of the required minimum period of service.

c. Have the Department of the Navy withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.

(Employee)

(Date)

(Recommending Official)

(Approving Official)

ENCLOSURE (2)

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OPERATING GUIDANCE FOR IMPLEMENTATION OF
THE DEPARTMENT OF DEFENSE (DOD) RECRUITMENT BONUS

1. Introduction. The payment of recruitment bonuses to newly appointed employees for hard-to-fill positions or occupations which are critical to the organization's mission can be used as an incentive to accept Federal employment.
2. Eligibility Criteria. A recruitment bonus may be paid to any newly appointed employee to a GS/GM position. A newly appointed employee is defined as an individual being appointed to a position in the civil service for the first time, or who is being reappointed after a break in service of a least one year, and whose appointment is for a period of not less than two years.
3. Bonus Offer and Approval. A recruitment bonus of up to 25 percent of annual basic pay may be offered to certain newly appointed employees. Directors, CO's, and OIC's will forward bonus offer requests through the PMB and the Chief of Staff for final approval by the CG. Director, I&L and CO, MCCES will forward bonus offer requests through the CPO for final approval by the CG. Commands external to MCAGCC must obtain approval from their appropriate parent command. All approved requests will be forwarded to the CPO before the effective date.
4. Certification. The requesting official must certify in writing that, absent a recruitment bonus, the organization would have difficulty filling the position with a highly qualified candidate. As appropriate, the written certification may describe such things as:
 - a. The results of recent efforts to attract quality candidates for similar positions, as evidenced by offer/acceptance rates, the number of pending vacancies, and/or the length of time required to fill similar positions.
 - b. Recent turnover in similar positions.
 - c. Labor-market factors that may affect the organization's ability to recruit high quality candidates for similar positions.
 - d. Special qualifications needed for the position.
 - e. The feasibility of using a superior qualifications appointment, separately or in conjunction with a recruitment bonus.
5. Service Agreement. The employee offered a recruitment bonus must sign a written agreement, enclosure (4), to serve a minimum period of 12 months before a recruitment bonus may be paid. Directors, CO's, and OIC's will sign as recommending officials and the CG will sign as approving official.
6. Documentation and Record-keeping. The CPO will be responsible for ensuring that the basis for any recruitment bonus is fully documented. As a minimum, the following information shall be maintained on a fiscal year basis:

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- a. The number of employees offered/accepting a recruitment bonus.
- b. The percentage of salary offered/accepted in each individual case.
- c. A summary statement assessing the effect of bonus authority on the activity's ability to fill key positions with high quality candidates in a timely fashion.

ENCLOSURE (3)

RECRUITMENT BONUS SERVICE AGREEMENT

5 USC 5753 and Subpart A, Part 575 of Title 5, Code of Federal Regulations provide, under certain conditions, that a recruitment bonus can be offered to newly appointed employees. Accordingly, to establish eligibility for a recruitment bonus the following agreement must be executed.

I, _____, have accepted a recruitment bonus for the position of _____ at the Marine Corps Air Ground Combat Center, Twentynine Palms, California.

By accepting this recruitment bonus of _____%, I agree to:

a. Remain in the Department of Defense service for a minimum period of 12 months beginning _____.

b. Repay the Government the entire amount of the bonus if I fail to serve the minimum period of time, or if I am removed for cause before expiration of the required minimum period of service.

c. Have the Department of the Navy withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.

(Employee)

(Date)

(Recommending Official)

(Approving Official)

ENCLOSURE (4)

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OPERATING GUIDANCE FOR IMPLEMENTATION OF
THE DEPARTMENT OF DEFENSE (DOD) RETENTION ALLOWANCE

1. Introduction. The payment of retention allowances can be used as a retention incentive to certain current GS/GM DoD employees whose unusually high or unique qualifications, or a special need for their services, make it essential to retain them.
2. Eligibility Criteria. A retention allowance may be paid to any current DoD employee who meets the above criteria and has completed one year of continuous service, or if applicable, a period of employment established under the service agreement required for the payment of a recruitment bonus or a relocation bonus, whichever occurs later.
3. Allowance Offer and Approval. A retention allowance of up to 25 percent of basic pay may be offered to an eligible employee. Directors, CO's, and OIC's will forward allowance offer requests through the PMB and the Chief of Staff for final approval by the CG. Director, I&L and CO, MCCES will forward retention offer requests through the CPO for final approval by the CG. Commands external to MCAGCC must obtain approval from their appropriate parent command. All approved requests will be forwarded to the CPO for implementation.
4. Certification. The requesting official must certify in writing that, absent a retention allowance, the employee would likely leave the Federal service for employment outside the Executive, Legislative, or Judicial Branch of the Federal Government. The documentation must include a written description of the extent to which the employee's departure would affect the organization's ability to carry out an activity or perform a mission-essential function. As appropriate, the written certification may describe such things as:
 - a. The results of recent efforts to attract and retain employees with similar qualifications.
 - b. Availability in the labor-market of candidates for employment with the qualifications necessary to perform the full range of duties of the position with a minimum of training or disruption.
5. Statement of Understanding. The employee offered such allowance must sign a written statement of understanding, enclosure (6). Directors, CO's, and OIC's will sign as recommending officials and the CG will sign as approving official.
6. Payment and Reduction or Termination. A retention allowance shall be paid in the same manner and at the same time as basic pay although it shall not be considered a part of basic pay. It may be paid for as long as the conditions warranting the allowance continue to exist. The amount of the retention allowance may be reduced or the allowance terminated when it is determined that:
 - a. A lesser amount, or no allowance at all, would be sufficient to retain the employee.

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b. The labor-market conditions have changed and recruitment of employees with needed qualifications would be possible.

c. The need for the services of the employee have lessened.

d. Budgetary considerations preclude payment. An annual review and recertification of necessity must be made to continue the payment of the retention allowance.

7. Documentation and Record-keeping. The CPO will be responsible for ensuring that the basis for the retention allowance is fully documented. As a minimum, the following information shall be maintained on a fiscal year basis:

a. The number of employees offered/accepting a retention allowance.

b. The percentage of salary offered/accepted in each individual case.

c. A summary statement assessing the effect of allowance authority on the activity's ability to retain quality employees in key positions.

ENCLOSURE (5)

RETENTION ALLOWANCE STATEMENT OF UNDERSTANDING

5 USC 5753 and Subpart C, Part 575 of Title 5, Code of Federal Regulations provide, under certain conditions, that a retention allowance can be offered to certain employees. Accordingly, the following statement of understanding is being executed.

I, _____, have accepted a retention allowance for the position of _____ at the Marine Corps Air Ground Combat Center, Twentynine Palms, California.

By accepting this retention allowance of _____%, I understand that:

a. The retention allowance will be paid in the same manner and at the same time as basic pay, although it shall not be considered a part of basic pay.

b. The amount of the retention allowance may be reduced or terminated at any time.

c. An annual review and recertification of necessity must be made to continue the payment of the retention allowance.

(Employee)

(Date)

(Recommending Official)

(Approving Official)

ENCLOSURE (6)

